



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

December 16, 2003

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**STATUS REPORT ON REVIEW OF HIV COMMISSION MEMBERSHIP**

On November 19, 2002, on a motion by Supervisor Knabe, your Board instructed the Auditor-Controller, Director of Health Services (DHS), County Counsel and my office to report back with: 1) a proposed amendment to the County Code allowing Office of AIDS Programs and Policy (OAPP) staff to serve only as non-voting members of the Commission on HIV Health Services (Commission); 2) findings and recommendations on whether Commission memberships can be changed to eliminate the appearance of conflict, including reducing the size of the voting membership; and 3) specific recommended plans to provide the Commission by the start of 2003-04 with a staff that is independent of OAPP.

As you may recall, your Board approved, on January 28, 2003, an ordinance change which provided that the two OAPP staff holding Commission seats would serve as non-voting members. Further, on September 30, 2003, your Board approved nine additional positions in the Executive Office, Board of Supervisors, as staff to the Commission. The Executive Office indicates they are currently recruiting for the Executive Director position and, once that position is filled, they will recruit the remaining staff to fully accomplish the transfer of administrative responsibility from OAPP.

This memorandum is to advise you of the status of our efforts to develop recommendations on revisions to the Commission membership. Staff from the Auditor-Controller, DHS, County Counsel and my office have developed, for discussion purposes, two potential Commission membership structures, both of which would reduce the Commission size from its current 49 members. One option proposes 20 members as the minimum size needed to meet Ryan White CARE Act requirements for local Title I Planning Councils, while the second option proposes 32 members in order

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to minimally ensure that the Commission membership reflect the complexity of all geographic areas, demographic groups, and stakeholder groups. In a related effort, the Commission, at its October 9, 2003 meeting, endorsed a Commission structure consisting of 42 members as an option they have recommended for consideration.

Our next step will be to schedule meetings with County department staff and Commission representatives in an effort to craft a consensus proposal which we intend to submit to your Board for consideration no later than May, 2004. This timing will allow this issue to be considered within the context of the Audit Committee review of the Commission on HIV Health Services sunset date of June 30, 2004.

If you have questions or need additional information, please call me or your staff may contact Gregory Polk of my staff at (213) 974-1791.

DEJ:DL  
SAS:GP:bjs

c: Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Director of Health Services  
Co-Chairs, Commission on HIV Health Services